

WGBY, SPRINGFIELD, MASSACHUSETTS

EEO PUBLIC FILE REPORT

(Dec 1, 2006 through November 30, 2007)

RECRUITMENT SOURCES USED FOR FULL-TIME VACANCIES

Appendix A is a list of schools and minority organizations that receive postings for all full-time vacancies. Along with that list, the following sources are used for recruitment:

- Help Wanted Advertisements in The Sunday Republican, The Hampshire Gazette and Amherst Bulletin newspapers
- Craigslist.org
- Getajob.cc
- WGBY Web Site
- MassLive.com
- WGBY Internal Postings

FULL-TIME POSITIONS FILLED

Director of Administration
(Hiring Source- Monster.com)

Producer
(Hiring Source- Employee Referral)

Project Manager/Executive Producer
(Hiring Source – Monster.com)

RECRUITMENT SOURCES USED

All sources listed in Appendix A, The Sunday Republican, The Hampshire Gazette and Amherst Bulletin newspapers, WGBY Web Site, MassLive.com, Craigslist.org, Getajob.cc and WGBY Internal Postings.

TOTAL INTERVIEWEES FOR FULL-TIME POSITIONS

11 persons

NUMBER OF REFERRALS FROM SOURCES USED

| | | |
|-----------------------|-----------------------------|-------------|
| WGBY Web site – 1 | Other Internet Web site - 6 | Unknown – 0 |
| Online Newspapers – 0 | Newspaper Advertisement – 1 | |
| Employee Referral – 3 | Internal Candidate - | |

WGBY 2006 EEO Public File Report Appendix A

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|---|---|---|
| Naomi White Afro-American Cultural Center – AIC 1000 State Street Springfield, MA 01109 | American International College Career Services 1000 State Street Springfield, MA 01109 | Bay Bath College Career Center 588 Longmeadow Street Longmeadow, MA 01106 |
| Berkshire Training & Employ. Program 160 North Street Pittsfield, MA 01201-5 | Black Mass Communications Student Union Bldg., Rm. 402 UMass Amherst, MA 01003 | Career Point 850 High Street Holyoke, MA 01040 |
| Casa Latina Inc. 140 Pine Street Florence, MA 01062 | Community Foundation of West. MA P.O. Box 15769 Springfield, MA 01115 | Department of Social Services 1537 Main Street, Suite 4 Springfield, MA 01103 |
| Elms College Career Center 291 Springfield Street Chicopee, MA 01013 | Fairfield University 1073 No. Benson Rd. Fairfield, CT 06430-5 | FutureWorks One Federal Street, Bldg. 103-3 Springfield, MA 01105 |
| Girls, Inc. P.O. Box 6812 Holyoke, MA 01040 | Girls Inc. of Pittsfield 165 East Street Pittsfield, MA 01201 | Greenfield Community College Placement Office One College Dr. Greenfield, MA 01301 |
| Hampden County Employ. & Train. Consortium 1176 Main Street Springfield, MA 01103 | Holyoke Community College Career Services 303 Homestead Ave. Holyoke, MA 01040 | Jewish Community Center of Spfld. 160 Dickinson Street Springfield, MA 01108 |
| Jewish Federation of Greater Spfld. 1160 Dickinson Street Springfield, MA 01108 | Junior League of Springfield C/O 64 Sewall Street Ludlow, MA 01056 | Lighthouse 1401 State Street Springfield, MA 01109 |
| MA Commission Against Discrimination 436 Dwight Street Springfield, MA 01103 | Martin Luther King Community Center P.O. Box 91026 Springfield, MA 01109 | Mass. Career Development Institute 140 Wilbraham Road Springfield, MA 01109 |

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| Mount Holyoke College Career Development Center South Hadley, MA 01075 | Northern Educational Services 67 Mulberry Street Springfield, MA 01105 | Kevin Noonan Open Pantry P.O. Box 5127 Springfield, MA 01101 |
| Puerto Rican Cultural Center, Inc. 38 School Street Springfield, MA 01105-1 | Puerto Rican Veteran's Association P.O. Box 70185 Springfield, MA 01107 | Regional Employment Board 1441 Main Street, Suite 137 Springfield, MA 01103 |
| YWCA Employment Opportunities 1 Clough Street Springfield, MA 01118 | Smith College Career Development Office Northampton, MA 01063 | Smith College Soc. Work School Northampton, MA 01063 |
| Safe Passage 43 Center Street, # G Northampton, MA 01060-3 | Spanish American Union P.O. Box 70192 2335 Main Street Springfield, MA 01107 | Springfield Action Committee CARP Program 140 Wilbraham Ave. Springfield, MA 01109 |
| Springfield Technical Community College Office of Disability Services 1 Armory Street Springfield, MA 01105 | Springfield Technical Community College Human Services Department One Armory Square Springfield, MA 01105 | UMass Employment Options Office University Career Center Amherst, MA 01003 |
| UMass Everywoman's Center Wilder Hall Box 30520 Amherst, MA 01003 | UMass Placement Office Amherst, MA 01003 | Union Video Center 216 Student Union Bldg. UMass Amherst, MA 01003 |
| United Way of Pioneer Valley P.O. Box 3040 Springfield, MA 01101 | University of Massachusetts University Career Center Mather Drive Amherst, MA 01003 | Comprehensive Employment Opportunities 285 Dorset Street Springfield, MA 01138 |
| Urban League of Springfield Minority Employment Program 765 State Street Springfield, MA 01109 | Valley Opportunity Council 317 Main Street Holyoke, MA 01040 | Veteran Center Northgate Plaza 1985 Main Street Springfield, MA 01103 |
| Veteran Community Care Center 583 Main Street Springfield, MA 01109 | Western New England College Career & Human Resources 1215 Wilbraham Road Springfield, MA 01119 | Westfield State College Placement Office Western Ave. Westfield, MA 01085 |

WGBH
Human Resources Department
125 Western Ave.
Boston, MA 02134

Work Opportunity Center, Inc.
Employment Specialists
P.O. Box 481
Agawam, MA 01001

YMCA
275 Chestnut Street
Springfield, MA 01104

Westover Job Corps Center
103 Johnson Road
Chicopee, MA 01022

Abilities Unlimited
61 Union Street
Westfield, MA 01086

Franklin Hampshire Career
Center
178 Industrial Drive – Suite 1
Northampton, MA 01060

Futureworks
1 Federal Street, Bldg 103-3
Springfield, MA 01105

WGBY 2007 EEO Public File Report Appendix B SUPPLEMENTAL OUTREACH ACTIVITIES

WGBY has been a training center for the Human Resources Unlimited (HRU) Lighthouse program since 1992. Lighthouse is a training program for people with disabilities to learn to help them get back into the work force. Employees are trained in the Administration and Building Maintenance Departments. WGBY was named HRU "Employer of the Year" in September 2000.

WGBY serves as a host agency for an employment training program through the Department of Elder Affairs. The Senior Aid program allows senior aides to be placed in non-profit Host agencies, where they learn and perform necessary, useful work. Senior Aides receive training in the WGBY Special Events department, for a maximum of two years with the hopes of obtaining permanent employment.

WGBY offers full and part-time, unpaid internships to college students, graduates and career-changers in the following departments:

THE PRODUCTION INTERNSHIP

The production internship is a full-time, unpaid internship that provides "hands-on", practical experience in television production. Intensive training takes place the first two weeks of the program with instruction provided by the professional WGBY staff. Interns will be trained in the fundamentals of television production and equipment operation.

THE PROGRAMMING INTERNSHIP

The programming internship is an unpaid internship, with WGBY's Programming Department. Interns experience, first-hand the operations of a local PBS broadcast facility. Programming interns act as assistants to the producers, who are responsible for producing all of WGBY's local programs. Typical assignments include project research, assisting with studio and field shoots, tape logging, operating computer teleprompter, receiving studio guests, correspondence and clerical duties.

THE ANNUAL GIVING INTERNSHIP

This intern reports to the Director of Annual Giving and is responsible for assisting the Annual Giving department in all fundraising activities. The Annual Giving Intern will gain experience in working in a professional office environment and will learn the basics of fundraising in a membership based nonprofit.

THE WEB INTERNSHIP

This intern reports to the Webmaster and is responsible for assisting with web site maintenance and development. The Web Intern will gain experience in working in a fast-paced web environment in a non-profit organization. Because of the small department size, a wide variety of tasks/projects will be developed.

THE MARKETING INTERNSHIP

This intern reports to the Director of Marketing and is responsible for assisting with marketing and media relations. The Intern will gain experience in working in a fast-paced environment in a non-profit organization. Because of the small department size, a wide variety of tasks/projects will be developed.

THE EDUCATION & OUTREACH INTERNSHIP

The Education and Outreach Internship is an unpaid internship. The intern joins a department whose primary function is to serve Western New England educators by providing professional development opportunities, media services, and community engagement activities in relation to station events and broadcasts. The intern will be a department in-house contact for routine questions and supplying requested material to outside contacts.

In addition, WGBY participated in community as well as college career fairs targeting students and job seekers interested in internships as well as career opportunities at our company which includes:

WGBY-TV participated in 4 job/internship fairs for the period covered. The following is a listing of the job fairs we were present at:

- CCGS Job Fair – Springfield College on April 11, 2007
- MLKCC Family Life Center Job Fair on May 23, 2007
- WGBY-TV in-house Job Fair – August 8, 2007
- Western New England College Internship Fair – August 28, 2007

WGBY-TV participated in several career day events at High Schools and Colleges. The following is a listing of events we participated in:

Production staff presented information at a seminar for teachers entitled "Newspapers and Education" at Western New England College on January 18, 2007.

HR personnel along with Production staff visited Greenfield High School for a career event on May 4, 2007. The event involved 4, 48 minute sessions, including live camera demonstrations and informing students of careers in Broadcast.

HR personnel along with the Education Services department visited the Franklin Hampshire Career Center on May 9, 2007 for a First Jobs Day Career Fair. The event involved three separate 1.5 hour blocks of presenting information to students regarding career pathways in media and mass communication.